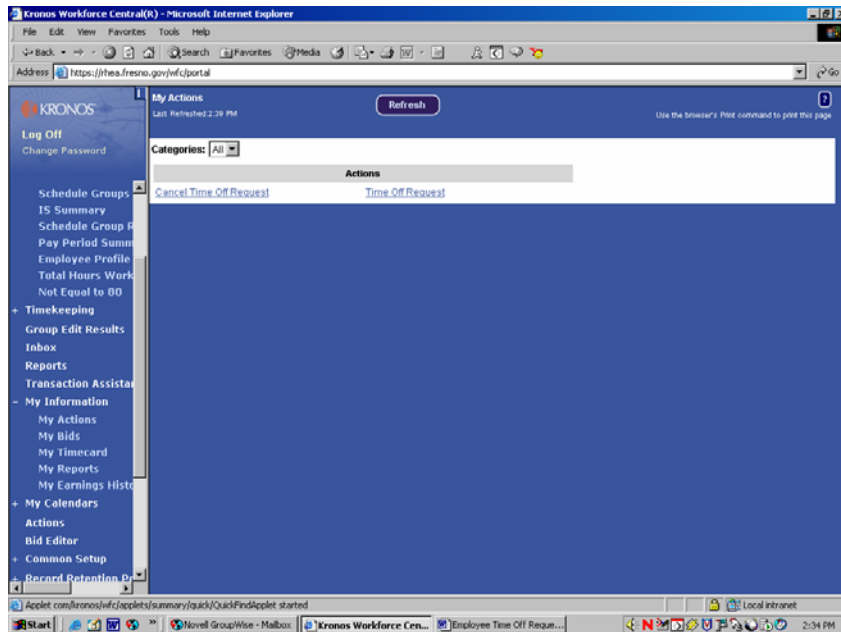


Employee Time-Off Request Instructions

The following instructions will walk you step by step through the entire process for requesting time off. The process begins with selecting My Actions from the My Information category on the left-hand side of your Kronos home page. This will then bring up the following screen:



Selecting the Time Off Request link will initiate the process of requesting time off. It is important to remember that when using this process you cannot request time off in the past. You are able to request time off for the current and future dates. Once this process is initiated the screen will look like the one below.

A screenshot of the 'Time Off Request' form within the Kronos Workforce Central web application. The form is displayed in a Microsoft Internet Explorer browser window. At the top, it shows 'Time Off Balances (hours) as of today' with various balance categories and values. Below this, the 'Time Off Request' section contains several input fields: 'Request Type' (a dropdown menu), 'Furthest Eligible Request Date' (5/12/2006), 'Start Date' and 'End Date' (calendar pickers), and a 'Message' field. There are also radio buttons for 'Specify Hours' and 'Same Hours as Scheduled Shifts'. A section titled 'Fill in only if Specify Hours is selected above' includes fields for 'Start Time', 'Hours Per Day', and 'Day Type' (with radio buttons for 'Scheduled and Non-scheduled Days' and 'Scheduled Days'). At the bottom of the form are 'Next', 'Reset', and 'Cancel' buttons. The browser's taskbar at the bottom shows the 'Time Off Request ...' window is active, and the system clock indicates 2:35 PM.

The Kronos Time Off Request form consists of three parts: Time Off Balances, Time Off Request, and the specification of the hours requested. The Time Off Balances are updated each pay period from the PeopleSoft system and refreshed by requests for time off in Kronos. Kronos will project future accrued time and will allow you to request time over and above what you currently have available as long as you don't exceed the projected balance.

The Time Off Request section is the portion of the form where you will define the request the time off. Under Request Type you will see the same pay codes that are available on the Time Card. The Furthest Eligible Request Date is currently defaulted by Kronos to about 75 days. The Start Date and End Date are the days or period of days that you want to request off. If you are requesting one day only, the start and end date will be the same. The message area can be used if needed to state why you are off or it can be just a comment box for you to use.

The Hours row at the bottom of the section has two radio buttons. If you are requesting the full day off, select "Same hours as scheduled shift". If you are requesting less than a full day off, select Specify Hours. You will then need to complete the 'Fill in only if specify Hours is selected' section. Make sure the Scheduled and Non Scheduled Days button is selected. This button is defaulted by Kronos and there is no reason to change this default.

After completing this screen it should look like one of the screen shots below.

Time Off Request - City Of Fresno - IE Web Browser

Time Off Balances (hours) as of today

Admin Balance:	16.0
Annual Leave Balance:	100.0
Bonus Time Balance:	
Compensatory Balance:	
Holiday Balance:	24.0
Sick Balance:	
Supplemental Admin Balance:	0.0
Supplemental Sick Balance:	43.3
Vacation Balance:	

Time Off Request

* Request Type: Administrative Leave Used

Furthest Eligible Request Date: 6/14/2006

* Start Date: 1/20/2006

* End Date: 1/20/2006

Message: On April

* Hours: ☒ Specify Hours ☐ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time: 1:00pm

Hours Per Day: 4.00

Day Type: ☒ Scheduled and Non-scheduled Days ☐ Scheduled Days

Next Reset Cancel

Time Off Request - City Of Fresno - IE Web Browser

Time Off Balances (hours) as of today

Admin Balance:	16.0
Annual Leave Balance:	100.0
Bonus Time Balance:	
Compensatory Balance:	
Holiday Balance:	24.0
Sick Balance:	
Supplemental Admin Balance:	0.0
Supplemental Sick Balance:	43.3
Vacation Balance:	

Time Off Request

* Request Type: Administrative Leave Used

Furthest Eligible Request Date: 6/14/2006

* Start Date: 1/20/2006

* End Date: 1/20/2006

Message:

* Hours: ☐ Specify Hours ☒ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

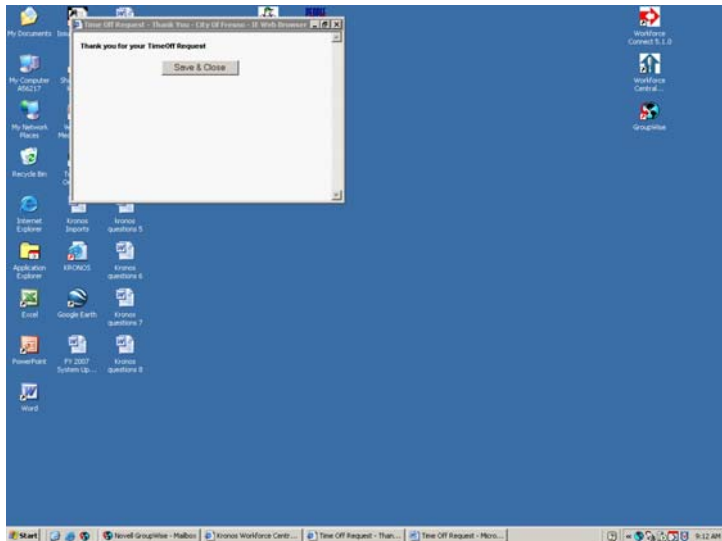
Start Time:

Hours Per Day:

Day Type: ☒ Scheduled and Non-scheduled Days ☐ Scheduled Days

Next Reset Cancel

You have completed the Request and can select the Next button to begin the process of getting your time approved. After hitting the Next button you will get a confirmation that your time off request has been processed and will be sent to your Report To managers Inbox. The screen will look something like:



This then completes the employee portion of the time off request. You will be notified once the manager processes this request whether it is approved or not via email. It will also be reflected on your timecard in purple font. Because this time has been created through the schedule process you are not allowed to modify it in your time card. Your supervisor or payroll clerk will have to make any adjustments if needed. You will also see this time off request on your schedule at the bottom right side of your timecard once it has been approve. Please see the screen shot below for January 20.

Pay Code	Transfer	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Sun 1/22	Total
Hours Wor...	Adjusting Entries	4.0							4.0
Hours Wor...	Customer Service	2.0	4.0						6.0
Hours Wor...	Implement Upgrade	2.0	5.0						7.0
Hours Wor...	mlCOF - Budget					4.0			4.0
Administr...									4.0
MLK		8.0							8.0
		16.0	9.0			4.0			29.0

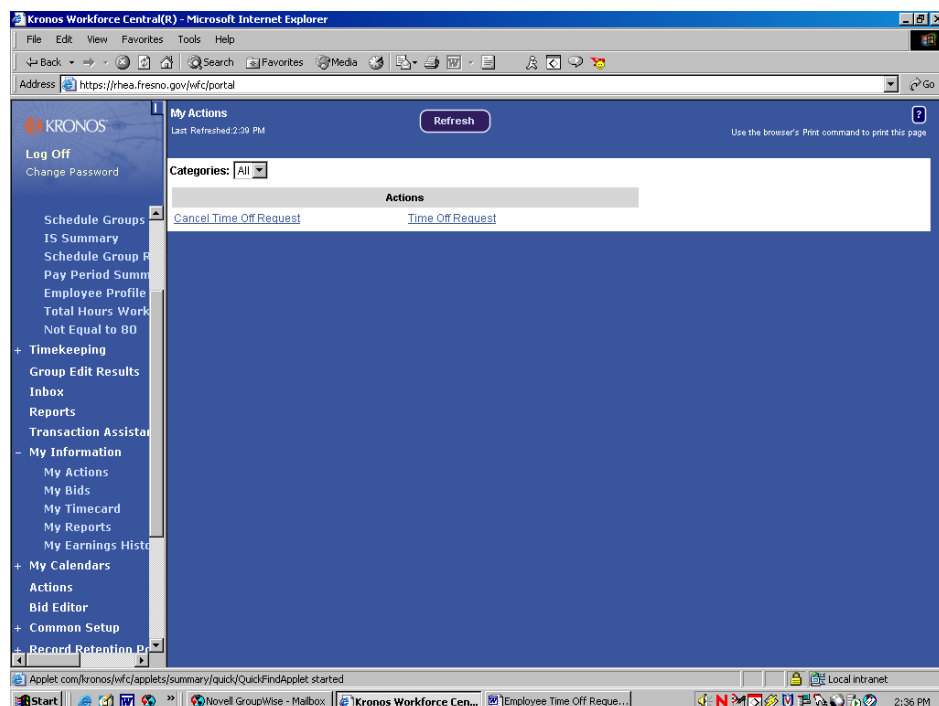
Pay Code	Transfer	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Total
Hours Wor...	Customer Service								0.0

Location	Job	Pay Code	Amount	Wages
ceActg TreasActgPayroll	COF - Cu...	Regular Pay	6.0	
ceActg TreasActgPayroll	COF - Pay...	Administrat...	4.0	
ceActg TreasActgPayroll	COF - Cu...	Holiday Wo...	2.0	
ceActg TreasActgPayroll	Adjusting	Regular Pay	4.0	
ceActg TreasActgPayroll	COF - Bot...	Regular Pay	7.0	
ceActg TreasActgPayroll	Adjusting	Holiday Wo...	4.0	
ceActg TreasActgPayroll	COF - Bot...	Holiday Wo...	2.0	
ceActg TreasActgPayroll	COF - Pay...	Holiday Sys...	8.0	

Date	Start Time	End Time	Pay Code	Amount
Mon 1/16	8:00AM	4:00PM		
Tue 1/17	8:00AM	4:00PM		
Wed 1/18	8:00AM	4:00PM		
Thu 1/19	8:00AM	4:00PM		
Fri 1/20	8:00AM	4:00PM		
Fri 1/20			Administrat...	4.0
Sat 1/21				
Sun 1/22				
Mon 1/23	8:00AM	4:00PM		
Tue 1/24	8:00AM	4:00PM		

Accrual Code	Bal. on Selec...	Units

You also have the option of canceling time off requests within Kronos. The cancellation must be requested and approved by your manager before the time off occurs. To begin this process the screen will look like:



Click the Cancel Time-Off Request to start the process to cancel your time off request. The only information that is required is the appropriate pay code that you requested with the original request and the start and end days.

Employee ID:	08667
Employee Name:	Shubin, Steve
Admin Balance:	0.0
Annual Balance:	131.0
Bonus Time Balance:	
Compensatory Balance:	
Holiday Balance:	32.0
Sick Balance:	
Supplemental Admin Balance:	0.0
Supplemental Sick Balance:	43.3
Vacation Balance:	

* Request Type:

* Start Date:

* End Date:

It is important to remember time off from the past can not be scheduled, but needs to manually reported as a pay code edit in the Kronos timecard. The time will also need to be authorized using the traditional paper Leave Request form.